



## Application - 2024

### Annual Fire Safety Inspection for Rental Properties

Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Landlord Name: \_\_\_\_\_

**Fee: \$150**

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Tenant's Name \_\_\_\_\_ Apartment # \_\_\_\_\_ Date of Occupancy \_\_\_\_\_

**Others in Household** *must include all residents living in the rental:*

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

**Please indicate the number of each of the rooms available in this Rental Unit.**

Kitchen \_\_\_ Living Room \_\_\_ Dining Room \_\_\_ Bathrooms \_\_\_ Other \_\_\_\_\_

1. Bedroom \_\_\_ Sq ft    2. Bedroom \_\_\_ Sq ft    3. Bedroom \_\_\_ Sq ft    4. Bedroom \_\_\_ Sq ft

**The Owner or the Responsible Party Certifies that the following equipment are in good working order as required by law:**

- Smoke Detector on each level of building, including basements, excluding uninhabitable attic or crawl space.
- Smoke Detector and Carbon Monoxide Alarm outside each separate sleeping area; and within 10 feet of bedrooms
- Smoke Detectors must also be located in each sleeping area in houses built after 1993
- All Smoke Detectors must be in working order.       Carbon Monoxide Alarm(s) must be in working order
- Fire Extinguisher is the correct size, is properly mounted, and is visibly located within 10 feet of the kitchen.

Name of Owner/Agent \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Responsible Party/Property Manager.** The person who resides in Morris County and is authorized by the property owner to accept notices from the tenant or municipality, to issue receipts for these notices, and to accept service of process on behalf of the property owner and who may be reached at any time in the event of an emergency - if additional contacts are needed use blank sheet of paper.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL \_\_\_\_\_

**Owner Certification.** I hereby certify that all of the information provided on this application is true to the best of my knowledge and belief. I am aware that if the foregoing information is willingly false, that I am subject to penalties and criminal prosecution. I hereby certify that I am fully aware that a new application needs to be filed annually (every year) or if there is a change in tenancy, which then I am required to re-register the property with the names of the new tenants.

Owner Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*OFFICE USE ONLY*

Date Received \_\_\_\_\_ Fee \_\_\_\_\_ Cash/Check # \_\_\_\_\_

Control # CHR24- \_\_\_\_\_ Received (initials) \_\_\_\_\_

**FINANCE DEPARTMENT:**

RESIDENTIAL RENTAL - Certificate of Habitability

**The Township of Mine Hill operates under the International Property Maintenance Code. The complete Code is available for inspection at the Municipal Building, 10 Baker Street during regular business hours. Among the regulations are:**

1. Every sink, lavatory, bathtub or shower, drinking fountain, water-closet or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system. Kitchen sinks, lavatories, laundry facilities, bathtubs and shower shall be supplied with hot or tempered and cold running water in accordance with the *international Plumbing Code*. [505.1] The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume and at pressures adequate to enable the fixtures to function properly, safely, and free from defects and leaks. [505.3]
2. Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68° F in all habitable rooms, *bathrooms* and *toilet rooms* based on the winter outdoor design temperature for the locality indicated in the *International Plumbing Code*. Cooking appliances shall not be used, nor shall portable unvented fuel-burning space heaters be used, as a means to provide required heating. [602.2]
3. Every *habitable space* shall have not less than one window of *approved* size facing directly to the outdoors or to a court. the minimum glazed area for every *habitable space* shall be 8 percent of the floor are of such room. [402.1] The total openable area of the window in every room shall be equal to not less that 45 percent of the minimum glazed area required. [403.1] Every *bathroom* and *toilet room* shall comply with the *ventilation* requirements for *habitable spaces* as required, except that a window shall not be required in such spaces equipped with a mechanical *ventilation* system. Air exhausted by a mechanical *ventilation* system from a *bathroom* or *toilet room* shall discharge to the outdoors and shall not be recirculated. [403.2]
4. *Dwelling units* shall be served by a three-wire, 120/240 volt, single-phase electrical service having a minimum rating of 60 amperes. [604.2] Every *habitable space* in a dwelling shall contain not less than two separate and remote receptacle outlets. Every laundry area shall contain not less than one grounding-type receptacle or a receptacle with a ground fault circuit interrupter. Every *bathroom* shall contain not less than one receptacle. Any new *bathroom* receptacle outlet shall have ground fault circuit interrupter protection. All receptacle outlets shall have the appropriate faceplate cover for the location. [605.2] Every public hall, interior stairway, *toilet room*, kitchen, *bathroom*, laundry room, boiler room and furnace room shall contain not less than one electric luminaire. [605.3] Flexible cords shall not be used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings. [605.4]
5. A habitable room, other than a kitchen, shall be not less than 7 feet in any plan dimension. Kitchens shall have a minimum clear passageway of 3 feet between counterfronts and appliances of counterfronts and walls. [404.2] Every living room shall contain not less than 120 square feet and every bedroom shall contain not less than 70 square feet and every bedroom occupied by more than one person shall contain not less than 50 square feet of floor area for each occupant thereof. [404.4.1] *Bedrooms* shall not constitute the only means of access to other *bedrooms* or *habitable spaces* and shall not serve as the only means of egress from other habitable spaces. [404.4.2] Every *bedroom* shall have access to not less than one water closet and one lavatory without passing through another *bedroom*. Every *bedroom* in a *dwelling unit* shall have access to not less than one water closet and lavatory located in the same story as the *bedroom* or an adjacent story. [404.4.3] Kitchens and nonhabitable spaces shall not be used for sleeping purposes. [404.4.4]

## **Smoke and Carbon Monoxide Detectors & Fire Extinguisher Certification Requirements**

Types of Detection Required: Battery, electric and electric with battery backup detectors are acceptable.

1. Carbon Monoxide (CO) Detectors must be installed in any family living unit containing a fuel-burning appliance, fireplace, woodstove or having an attached garage.
2. Existing CO electrical detectors must operate as designed and may not be replaced with battery operated detectors. If the existing electrical detectors work, but the location or amount is unsatisfactory, any additional detectors required may be battery operated.
3. Smoke Detectors have a life expectancy of 7 –10 years, and should be replaced with new detectors after 10 years. Dates of manufacture can be located on the detector.

### **Location of Smoke Detectors**

Smoke Detectors shall be located one per each level of the home, within 10 feet of every bedroom door, between the door and the living area.

1. The basement detector must be mounted on the basement ceiling, within 3 feet of the stairwell.
2. When installed on the wall, smoke detectors must be placed no less than 6 inches, or more than 12 (twelve) inches from ceiling.
3. Cathedral ceilings are considered a level and must have a smoke detector within 12 inches measured vertically of the highest point.

### **Location of Carbon Monoxide Detectors**

Carbon Monoxide Detectors shall be centrally located outside of each sleeping area, within 10 feet of every bedroom door. The detector shall be listed in accordance with UL-2034, and be installed in accordance with the manufacturer's instructions.

### **Fire Extinguishers**

Each structure, other than a seasonal rental unit, shall also be equipped with at least one portable fire extinguisher. Portable fire extinguisher means an operable portable device, carried and operated by hand, containing an extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire, and which is: [1] rated for residential use consisting of an ABC type; [2] no more than a 10 pound rated extinguisher; [3] mounted within 10 feet of the kitchen area, unless otherwise permitted by the enforcing agent.